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### DESCRIPTION/SPECIFICATION/WORK STATEMENT

#### **1.0 SCOPE.**

This Statement of Work applies to the following program areas: Joint Service Explosive Ordnance Disposal (EOD), Underwater (U/W) EOD, Marine Mammal Systems (MMS), and Unmanned Underwater Vehicles (UUV). PMS-EOD supports the Office of the Secretary of Defense in executing the requirements of the Department of the Navy, PEO Littoral & Mine Warfare, and the Joint Services for the following support areas: Engineering Support, Logistic Support, Acquisition Program Support, General Program, Management Support, Training Materials Support, Technical Writing Support and Prototype Hardware Procurement. PMS-EOD programs cover a multiplicity of acquisition programs for systems required by one or more of the Military services (Army, Marine Corps, Navy, and Air Force). Requirements within these program areas change from year to year. Contractor personnel may work within all program areas.

#### **2.0 BACKGROUND.**

The EOD Program Management Office (PMS-EOD) is responsible for research and development, acquisition, and life cycle support for EOD equipment and systems being developed under the programs identified in paragraph 1.0. These acquisition programs are approved by the Chief of Naval Operations and are governed by applicable DOD and Navy directives and instructions.

#### **3.0 APPLICABLE DOCUMENTS.**

The most current revisions of DOD Directive 5000.1 – The Defense Acquisition System, DOD Instruction 5000.2 – Operation of the Defense Acquisition System, SECNAVINST 5000.2 – Implementation of Mandatory Procedures for Major and Non-Major Defense Acquisition Programs and Major and Non-Major Information Technology Acquisition Programs and various military directives and instructions governing the acquisition and support process are applicable to the requirements for system development and support.

#### **4.0 REQUIREMENTS.**

The Contractor shall provide required personnel, with demonstrated expertise, materials, facilities, and equipment for total engineering support of systems requirements within the task areas specified herein. Support services shall include, but are not limited to, program and engineering and logistics support, analyzing, collecting, assessing, preparing, reviewing, recommending, evaluating, developing, updating, procuring, validating research and delivering data as required by this task order. Work to be performed, required outputs/reports and applicable governing documents, are described in this task order.

**The contractor shall provide the following technical expertise and material:**

##### **4.1 Engineering Support Services**

The contractor shall provide program and engineering analysis support for inputs to or updates of programmatic documentation. These inputs or updates along with associated supporting documentation for all systems under the cognizance of the PMS-EOD will be generated or revised to conform to significant program events including but not limited to test readiness, production decisions, and acquisition milestones from initiation to Approval for Full Rate Production (AFRP). In providing inputs to or updates of these documents, the contractor will be required to provide engineering support in:

a) Provide systems engineering analysis to identify technical parameters and thresholds as they pertain to specific PMS-EOD programs. Develop the following documentation to include systems engineering analysis:

- Program Initiation Documentation
- Requirements Documents, Test and Evaluation Master Plans (TEMPs)
- Test and Evaluation (T&E) Annex(s)
- Mid-Point Assessments
- Master Test Program Plans (MTPPs)

b) Provide analysis and recommendations as part of the system engineering process to describe the functional aspects of applicable systems and development of inputs for the technical characteristics required.

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c) Develop test plans and user operational assessment plans. Conduct evaluations to ensure that the intent of TEMP, MTPP, and T&E Annex requirements will be fulfilled. Analyze test data to determine if the operational requirements and technical characteristics in the TEMP/MTPP are being met.

d) Conduct Performance-Based Logistics (PBL) supportability analysis as part of the system engineering process to achieve cost effective support throughout the program life cycle.

### **4.2 Logistics Support Services**

The contractor shall provide program support and supportability analysis for inputs or updates to Acquisition Logistic documentation that identify logistics support strategies and elements. These inputs or updates along with associated supporting documentation for all systems under the cognizance of the PMS-EOD will be generated or revised to conform to significant program events including but not limited to logistics readiness reviews, production decisions, and acquisition milestones from initiation to Approval for Full Rate Production (AFRP).

a) Analyze program data for inputs to Acquisition Logistics documents. Acquisition logistics documentation shall include, but not be limited to:

- Configuration Management Plans
- Human System Integration (HIS) Plans
- Logistic Management Information (LMI)
- Equipment Facility Requirements Plans
- Operation & Maintenance Manuals
- Navy Training Systems Plans

b) Provide analysis of operational / system requirements and user input throughout the acquisition process relative to the Logistic Management, Human Systems Integration (HIS), maintenance and related supply support. Provide recommendations.

c) Integrate of all program logistics decisions and/or milestones into the program master schedule.

d) Provide analysis of Program Support Data (PSD) requirements and input data into the NAVY PSD System.

e) Provide technical and logistic support to facilitate the operation and support of prototypical equipment and rapid deployment capabilities.

f) Provide personnel certified level II in Reliability Centered Maintenance.

### **4.3 Acquisition Program Support Services**

The contractor shall provide acquisition program support and/or analysis in the following areas: Defense and Navy acquisition policies, system development procedures and policies, short, mid, and long range planning, and acquisition program operational employment for the programs identified in paragraph 1.0. In providing the full range of acquisition program support, the contractor shall provide support in:

a) Develop acquisition program information and documentation relative to applicable statutory and regulatory acquisition requirements. These requirements may include, but are not limited to, the areas of Information Technology (IT), HSI, Environmental, Safety and Health (ESH), Technology Transition Agreements, and Integrated Test and Evaluation. This information and supporting documentation will be generated and revised to conform to the program milestones/decisions from initiation to production decisions to Approval for Full Rate Production (AFRP).

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b) Develop Master Acquisition Program Plans (MAPPs), Acquisition Program Plans, and associated programmatic documents. Maintain accuracy of these documents and the master program schedule throughout the program life cycle.

c) Facilitate and participate in Integrated Product Teams (IPTs) and Working Groups that support Analysis of Alternative studies, Program Management reviews, Weapons Systems Explosive Safety Review Board, Supportability elements and other efforts.

d) Identify program risk areas and develop risk management efforts to reduce the program risks to acceptable levels.

e) Assist in the preparation of Request for Proposals and serve as a non-voting member on Source Selection Panels. Contractor employees may be required to execute Non-disclosure agreement and certify that no Conflict of Interest exists that would preclude their work on this task order.

f) Provide analysis of Army, Marine Corps, Navy, and Air Force policies relative to Joint Service EOD Program Procedures

g) Provide analysis, both oral and written, of the threat that the Joint Services and Navy EOD will face in the short, mid, and long-range for inputs to plans for the out years. Collect and provide analysis, both orally and written, of operator insight and/or feedback to hardware design/evaluation relative to the threat and operational environment that the Joint Services, and Navy EOD will face in the future. Provide analysis, both orally and written of current and required capabilities of Joint Service and Navy EOD systems to meet the projected threat.

h) Develop program presentation materials to support programmatic decisions such as Milestone Decisions, Weapons System Explosive Safety Review Board (WSESRB), program reviews, and informational briefings to higher-level DOD and Navy management. Briefing material will include Congressional Staffer Briefs and Perspective Commanding Officer Briefs.

#### **4.4 General Program Management Support**

The contractor shall provide general program management support for inputs to periodic progress reports/ program reviews, general program briefs, and strategic planning for the programs identified in paragraph 1.0.

a) Participate in Navy EOD Strategic Planning.

b) Assist in the development of business & strategic planning for PMS-EOD business plan, Marine Mammal Systems strategic plan and other general plans. Develop, update and track program metric.

c) Perform market research to include the evaluation of commercial and military products (hardware or software) available for potential use in the systems as specified by PMS-EOD. The contractor shall prepare a market research report. The report shall identify, define and evaluate the product's salient technical and physical characteristics, possible applications with in the specified systems, existing hardware and software impacts, estimated implementation costs, similar products available from other sources, recommended use of the product and alternative approaches.

d) The contractor shall develop and maintain a system to track tasks. Information within the system shall be updated daily. The system shall possess "read only" capabilities for Government users. Quarterly contract reviews will be conducted using metrics from the system. The tracking system shall be web based and include but not be limited to the following:

- a. Program Area
- b. Task Title
- c. Date Task Assigned
- d. Due Dates

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- e. Revised Due Date (if applicable)
- f. Date Delivered
- g. Contractor POC
- h. PMS-EOD POC
- i. Latest Version (i.e. draft/final)
- j. Current Status (actions/events)
- k. Future Action
- l. Cost

The task tracking system shall include a sort function by category listed above.

e) Develop and maintain Internet web pages as required. Perform database development, maintenance and updates. Databases shall not be proprietary property of the contractor.

f) Facilitate meetings and conferences at both contractor and government sites. Facilitate program meetings and reviews. This involves developing a recommended agenda, establishing a system to track action items, identifying problems/issues, and developing meeting information, data and minutes. Furnish technical comments and recommendations to PMS-EOD program/project manager at program reviews, in-process reviews, technical interchange meetings with customers or vendors, and provide results in the form of minutes, trip reports, white papers and technical reports.

g) Provide management, technical and administrative support as required throughout all phases of the projects being supported. Perform tasks in support of Systems Command, Navy and OSD data calls.

h) The contractor shall facilitate Quarterly Contract Progress Reviews as required, and the site, date and time of each shall be mutually agreeable between the contractor and the Government. The contractor shall be responsible for gathering, preparing, and timely distribution of minutes. The following items shall be addressed at each Quarterly Contract Progress Review.

- Variances using projected and actual expenditures by program area;
- Labor hour expenditures and status and/or resolution of tasks assigned;
- Metrics based information from the task tracking system.

#### **4.5 Training Materials Support Services**

The contractor shall provide input to or updates of curriculum and training materials to be developed in support of Operator and Organizational Level Maintenance Training for the programs identified in paragraph 1.0. The contractor shall also provide on-site or on-the-job training to personnel in the operation and maintenance of currently fielded systems, subsystems or equipment. In providing assistance for inputs to or updates of training materials, the contractor shall:

a) Analyze training requirements and develop a Personnel Performance Profile to provide a minimum requirement listing of all knowledge and skills required to operate and maintain a system, subsystem, or equipment; or to perform a task or function.

b) Develop Training Path system Documentation, initial operator and maintenance training and the required instructional media materials.

c) Develop instructional materials in an interactive multimedia format in compliance with MIL-PRF-29612, "Training Data Products".

d) Develop tailored Instructional Media Design Reports (IMDR) including Topical Outline, Instructor Guide, Trainee Guide and Testing materials. Provide Pilot Course advisory service. Provide Pilot Course advisory service to include the attendance and observation of initial classroom instruction. Gather feedback in the areas of instructor, student, and curriculum. Provide analysis of changes for follow-on course.

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- e) Assist in the implementation of COTS training programs to meet fleet training needs.

### **4.6 Technical Writing**

Translate rough, often general, written concepts into complete, technically accurate documentation in accordance with military format and standards. Develop written products including, but not limited to acquisition documentation, analysis & studies, test plans/reports, technical manuals, technical performance specifications, training curriculum and strategic plans.

### **4.7 Prototype Hardware Procurement and Other ODCs**

The contractor shall provide limited procurement of prototype hardware / Commercial Off the Shelf (COTS) items in support of on-going tasks under paragraphs 3.1 through 3.5 above. Items having a total procurement cost over \$25,000 per unit shall have the approval of the COR prior to procurement. Federal contracting laws and regulations apply to all contractor open market purchases of materials and equipment under this task. Prices must be determined fair and reasonable from competitive sources and are subject to Government audit. The contractor shall maintain records documenting competitive sourcing, in strict compliance with the competition requirements set forth in the Federal Acquisition Regulation (FAR), for all material and ODC purchases. The contractor shall provide copies of all such documentation upon request from the Government to verify that the contractor complied with the competition requirements set forth in the FAR.

### **4.8 Government Furnished Property (GFP)**

The government will deliver GFP to the contractor, at times and locations specified by the Government. Title to GFP shall remain with the government. The contractor shall use the GFP only in connection with this task order. The contractor shall maintain adequate property control records in accordance with sound industrial practice and will make such records available for government inspection at all reasonable times. Upon delivery of GFP to the contractor, the contractor shall assume the risk and responsibility for its loss or damage, except –

- a) Reasonable wear and tear;
- b) To the extent property is consumed in performing tasks as called out in this task order;
- or
- c) As otherwise provided for by the provisions of this task order.

Upon completing each task, the contractor shall follow the instructions of the COR regarding the disposition of all GFP not consumed in performing tasks or previously delivered to the Government.

## **5.0 GENERAL REQUIREMENTS**

### **5.1 FACILITIES PHYSICAL LOCATION.**

The Contractor shall establish, provide and maintain office space and equipment required to support the efforts defined herein. The location where the requirements of this Statement of Work will be performed must be within close proximity of Indian Head Division, Naval Surface Warfare Center, Indian Head, MD or Headquarters, Naval Sea Systems Command, Washington Navy Yard, Washington, DC. The Government frequently has need to pick up meeting and other printed materials enroute to meeting locations so the contractors facilities must be in a location that will not cause additional travel time.

The COR may at his or her sole discretion, direct the contractor to perform work at the Naval Explosive Ordnance Disposal Technology Division, 2008 Stump Neck Road, Indian Head, MD, or any other location specified.

### **5.2 SECURITY CLEARANCE**

Contractor Facilities are required to have a SECRET security clearance and controlled access work areas as specified in the attached DD254. All contractor employees must be United States citizens and shall be cleared at the minimum of the SECRET level.

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### **5.3 TRAVEL**

Occasional overseas travel may be required. Personnel assigned to overseas travel shall be English speaking and able to gain access to any country and possess a current U.S. passport. Personnel shall possess active Secret clearance on task start date. Travel is not expected to exceed \$150,000.00 annually.

Travel and Per Diem Dates of overnight travel are unknown at this time. The Contractor will be advised of dates and locations of travel as soon as the information becomes available so that the most advantageous prices may be obtained. The Contractor shall adhere to the Joint Travel Regulations (JTR ).

### **5.4 DELIVERABLES**

Data shall be delivered in accordance with the individual task orders. All deliverables associated with this statement of work are "unclassified" unless otherwise specified in the individual task orders. All reports required as deliverables under this contract are the property of the U. S. Government. Reports shall not contain Contractor name, logo or other identifying device.